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DD

ODP-0-1633
9 DEC 1980

MEMORANDUM FOR: Career Management Officer, DDA
FROM: Bruce T. Johnson
Director of Data Processing
SUBJECT: Requirements for Summer Employees
in 1981
REFERENCE: DD/A 80-2533

The Office of Data Processing will require a
total of eight summer employees for the summer of
1981.

STATINTL

fr Bruce T. Johnson

STATINTL
ODP ADMIN ; sc; 12/08/80

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DD/A 80-2533

19 November 1980

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FROM: Acting Career Management Officer, DDA

STATINTL

SUBJECT: Requirements for Summer Employees in 1981

1. It is requested that you forward to this office by 8 December your "Summer Only" requirements for the Summer of 1981.

2. Please bear in mind that the purpose of the Summer Employment Program is to provide assistance to components to help reduce backlogged work requirements and to assist in projects of a temporary nature. It is not intended to provide clerical assistance to perform work normally accomplished by our full-time clerical work force. Operating officials as well as supervisors are responsible for ensuring that summer employees are fully utilized. We would like to emphasize the need to carefully organize the work projects. This would greatly assist us in striving to make the program a success. When determining your requirements, please remember that although only a few of the participating summer employees will be qualified typists, many of them will have limited typing skills.

3. At this time we require numbers only; at a later date we will ask you to submit specific information and more detailed job descriptions concerning your requirements for summer employees.

STATINTL 4. If you have any questions regarding the "Summer Only" program, please call

STATINTL

cc: SSA/DDA
C/EEO Stf/DDA
C/Mgmt Stf/DDA

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